



HR Representative Meeting Notes

February 24, 2021

Non-Represented Employee Pay Restoration

Mary Brodsky, Associate Chief HR Officer

Andrea Mast, Associate Chief HR Officer

FY 21 Additional Payments FAQ PDF is now [posted online](#)

Meeting Discussion/Q&A Summary:

- Temp employees are not eligible for pay restoration.
- Calendar year 403B activity will reflect additional contributions.
- W2 forms will reflect additional contributions.
- Lump sum payments in March paycheck will reflect 7/1/20 to March 2021 payroll reductions. Additional payments will then be over the next pay periods for the reductions in pay from March 2021 to June 30, 2021.
- If employee retired or left the University before President Garimella's February 2, 2021 announcement of pay restoration, they are not eligible.
- New hires 7/1/2021 and after are not eligible for pay restoration however these employees' pay may be adjusted for 2022 based on our evaluation to determine if adjustment would be made for FY2022.
- Employees who received a pay change during FY21, will get pay restoration only up until the point of their salary change (if salary was reduced on 7/1/21).
- Payroll Department is handling the particulars of the process. Departments do not need to take any action until contacted.
- Non-exempt overtime payments from 7/1/20 will have pay restoration on those payments.
- "Additional Pay" amounts are not eligible for pay restoration.
- Departments should not make any changes in Kronos. This will be handled by the Payroll department.
- Actual salaries are not restored until 7/1/2021.
- The funding for pay restoration is centrally funded and not departmental/college level funded.
- Temp hires still need to go through the hiring process related to equity pay comparison to justify the rate of salary.
- LCOM, especially dual-appointed employees require payroll reviewing.
- For any employees hired between now and the end of FY21, salary justifications should include the current and restored salaries of the internal peer comparisons. If the hiring salary is reflective of the FY21 restored salaries, it will be noted in the action.
- Off cycle or reclassification employees must be individually evaluated to determine FY2022 salaries.
- Administrative stipends – There are four mechanisms for evaluating salaries. Andrea Mast will send each college a file for review.
- Faculty Administrators, 10-month Departmental Chairs salary evaluations – will be communicated to Colleges, and Colleges should cc: their Business Managers.

- All employees who had a reduction, including the President and all Officers will get the additional payments (up to 5%), and have their salaries restored for FY22.
- Employee transfers and reclassifications will go through an evaluation process, and their departments will be contacted.

Performance Management Cycle

Mary Brodsky, Associate Chief HR Officer

Campus wide change in performance review cycle to calendar year instead of fiscal year (see memo attached). Many employees, including faculty, are already on the calendar year cycle for reviews. Standardization will hopefully promote clarity and consistency.

1. Transitioning cycle for this year – Performance reviews should be from date of last review through 12/31/2020.
2. New cycle going forward – Calendar year cycle (1/1/21 – 12/31/21)

Performance review assessments will still be loaded in PeopleAdmin.

Please remember that in this transition year in particular, staff have been challenged in many ways – goals may have shifted and priorities changed.

Employees hired since 1/1/21: no need to do review since there is already a probationary period review established protocol. There is an option in PeopleAdmin to load probationary period evaluations. Contact Rafae Khan for information.

Emphasized importance of being attentive and proactive when considering employee issues during probationary review. Contact LER team at uvmler@uvm.edu if you want to discuss with them.

PeopleAdmin open this week.

There is no specific deadline for performance reviews this year, but should be completed soon, and definitely by June.

Policy Updates

Mary Brodsky, Associate Chief HR Officer

Please see important updated policy information:

- [Background and Reference Checks Policy](#)
- [Nepotism Policy](#)
- [Accessibility Policy](#)

Transitioning to Retirement

Gregory J Paradiso, Director of Benefits, Human Resource Services

- The attached document *Transitioning to Retirement – Overview and Steps* will demonstrate an important timeline for employees planning on retiring.
- Also visit [HR Retirement webpage](#) for information and many planning resources.

- It is very important for employees planning to retire to meet with a Benefits Advisor at least 60 days before retirement.
- Supervisors: Make employees aware of the timelines if they communicate their retirement plans.

PeopleAdmin Postings: One Active Applicant

Rafae Khan, HR Systems Coordinator

- Reminder: The ePAR field called “PeopleAdmin Action/Posting #” - You should always use the posting number if there is one. Only use the Action number if there is a reason that no posting would exist.
- When submitted an ePAR, the posting should only have one active applicant remaining. If more than one, all other applications should be changed to “inactive” status. This will be required before the ePAR will be approved.
- Note: Even though posting may be in “closed” status, it is technically possible for someone to apply in the system. You are not obligated to consider these applicants for the position. Move them to inactive.

Please contact Human Resource Services at hrsinfo@uvm.edu or call 802-656-3150 with questions.